

VOLUNTEER SERVICE

APPLIES TO: All DCC Employees

EFFECTIVE: MARCH 2008

RELATED FORMS: Volunteer Service Agreement (See page 165)

PURPOSE: The purpose of this program is to allow division directors/program managers and supervisors a mechanism to obtain volunteers to assist them in completing programs or projects.

POLICY: With DCC's limited resources, this policy provides a mechanism to utilize volunteers to assist DCC staff on various programs or projects. It also gives individuals an opportunity to utilize their expertise and/or an opportunity to work in a governmental environment.

PROCEDURE:

These procedures are designed to protect the Department and the volunteer. It also provides volunteers with Worker's Compensation Insurance. Volunteers who assist divisions/programs must complete and sign the attached Application for Volunteer Placement and the Volunteer Service Agreement.

- If the volunteer is to drive a state vehicle or drives their own vehicle on state business, he/she must have/present a valid Utah driver's license and the expiration will be recorded on the Volunteer Service Agreement form.
- The volunteer must also review the state SAFE Driving video and take the accompanying test.
- The Application for Volunteer Placement, an executed Volunteer Service Agreement and a Volunteer Job Description (driver license/driving record if applicable) will be retained by the Human Resource office for each volunteer.
- A copy of the above-mentioned documents will be provided to the volunteer and division director/program manager/supervisor.